



Administrative Policies and Procedures: 21.2

Subject:	Educational/Vocational Training Programs
Authority:	TCA 37-5-105; 37-5-106
Standards:	ACA: 3-JTS-5D-01-2; 3-JTS-5D-05; 3-JTS-5D-06-1; DCS Practice Model Standards: 3-400, 6-400, 6-403, 6-404, 6-405, 6-406, 6-407; Section 118, American Vocational Association Guide to the Perkins Act; Chapter 0520-1-7 of the Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools
Application:	To All DCS Youth Development Centers and DCS Group Homes with In-House Schools

Policy Statement:

Employees shall abide by State and Federal laws and regulations governing academic and vocational education programming. Youth shall have equal access to all such available programs and services for which they meet the minimum requirements.

Purpose:

To ensure that youth in DCS Youth Development Centers (YDC) and DCS Group Homes are provided with educational and vocational training programs suited to their needs and abilities and that these programs operate under the guidelines of the Tennessee Department of Education and applicable federal laws and regulations.

Procedures:

A. Educational and vocational assessment	<ol style="list-style-type: none">1. Timeliness As part of the first Child and Family Team Meeting (CFTM) at a YDC or Group Home school, the staffing team must recommend academic and vocational plans through which the receiving program will address the individual needs of the child.2. Assessment tools: The team may use a combination of the following:<ol style="list-style-type: none">a) Assessment tool that the local school system uses or State mandated tests;b) Interviews with the teacher, parents, and youth to assess the youth's educational needs;c) Commercially prepared educational assessment or former school records such as psychological, vocational assessment, or any record pertinent to placement.
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B. Identification of educational resources in the community	<ol style="list-style-type: none"> 1. Contact with local schools or agencies Prior to release or placement in a local school, a designated member of the Child and Family Team (CFT) must contact appropriate schools or agencies to determine which resources in the community are appropriate for each youth's academic or vocational needs. 2. Referral to special education A designated member of the CFT must refer youth identified as needing special education services to the local school system and must request that an Individual Education Plan (IEP) meeting be conducted in a timely manner. 3. Referral to programs for special needs or talents Youth with special needs or talents (such as arts/crafts, gymnastics, computer, music, etc.) may also be referred to appropriate community services or classes.
C. Regular contact system for DCS youth in community	<p>When a DCS youth enters a community school or community program, the CFT must establish a system of regular monitoring so that the youth's progress in the program can be documented.</p>
D. Vocational training resources	<p>The CFT must be familiar with the community resources for vocational training. If the team recommends that a youth be placed in a vocational setting rather than an academic one, it must make every effort to refer the youth for such appropriate training.</p>
E. Changes in programs	<ol style="list-style-type: none"> Youth in YDC and Group Home schools may request changes in their academic or vocational training programs. In such cases the treatment team will conduct a review to consider: <ul style="list-style-type: none"> ◆ Resources available, ◆ State and federal requirements involved, and After a review of the treatment team/CFTM's recommendation, the school principal will determine if the requested change is feasible. If so, the youth's academic/vocational program will be changed.
F. Use of volunteers	<p>Principals and program supervisors may use volunteers and other specialists to offer tutorial assistance for those youth in need. (See DCS policy 8.1, Volunteer Services.)</p>

Forms:	None
Collateral documents:	<i>Rules, Regulations and Minimum Standards for the Governance of Tennessee Public Schools, (www.state.tn.us/sos/rules/0520/0520.htm)</i>